



S.D.S. Newsletter

Services for Disabled Students

Tel. 848-3525 (3525 TDD)
HALL 580

Tel. 848-3501 (3502 TDD)
AD 121

Vol. 3, no. 1

September, 1990.

Welcoming students back for another year and greeting new students for the first time is one of the more pleasant tasks that I have to perform. The Services for Disabled Students is already in full operation concentrating on those material adaptation requests, classroom accessibility needs and the usual demands of registration, course change and orientation.

This first newsletter is packed full of information, special deadlines and announcements of workshops, etc. Please read your copy carefully. It is available, upon request, in either braille or on tape.

We are fortunate to have an experienced and dedicated staff who are looking forward to a busy, innovative and exciting year. In addition to other duties and responsibilities all staff have specific areas of expertise: Leo Bissonnette will be offering refresher and introductory courses on the Optical Scanner, Braille and Word Processors, while continuing with research into the latest technology and student advising. Doreen Ferland will be concentrating on adapting classroom materials, texts, etc. onto tape and braille; Angela Ghadban will be coordinating the computer room at Loyola as well as the resources on learning disabilities and Nelly Trakas will be coordinating the daily operation of the S.G.W. centre along with ASL programme and putting together this newsletter. Other services that we provide are listed in our literature.

Our collective job is to provide you, the student, with a centre of practical support and a belief in your ability to pursue your goals at Concordia. We hope to see old friends once again and meet many new students early on in the term.

Ann Kerby, Assistant Dean of Students

The ABC's of the

CLASSROOM LOCATION:

- * inaccessible or difficult to reach classrooms will be changed, whenever possible, don't delay.

COMPUTER ROOMS:

- * located on both campuses:

H 580 - S.G.W.
AD 121 - LOYOLA

- * days/time:

Mondays – Fridays
09:00 – 17:00

- * book ahead!

COURSE WITHDRAWAL:

- * **SEPTEMBER 19** – last day for withdrawal with refund from Fall and full year courses

- * **OCTOBER 26** – last day for withdrawals from Fall and full year courses

EXAM ACCOMMODATIONS:

- * special arrangements must be made a few weeks prior to your exams

EVACUATION & SAFETY:

- * emergency numbers:

848-3707 - LOYOLA (SECURITY)
848-3502 - LOYOLA (TDD)
848-3717 - S.G.W. (SECURITY)
848-3525 - S.G.W. (TDD)

- * please report any incidents concerning
access, elevators, personal, etc... to SDS

- * see "EVACUATION PROCEDURES - Disabled Students"

FINANCIAL AID:

- * bursary cheques for Quebec aid may be picked up at SDS – please let us know in advance if you would need this service

- * see SDS if you are applying for "special needs" and you need more information

HEALTH SERVICES:

- * provides comprehensive and confidential health care

- ★ location:

ER 407 - S.G.W. wheelchair
accessible
CH 101 - LOYOLA

- * numbers to call:

848-3565 - S.G.W.
848-3575 - LOYOLA

- * pamphlets, brochures, manuals, etc...
are available in braille, tape and
large print.**

KEYS:

- * Hall freight elevator, AD and GM 2nd floor elevator keys (if applicable) can be requested from SDS

LIBRARY:

- * each library has a designated person whom disabled students may contact for information or for special arrangements – check at the circulation desks.
- * all libraries are accessible – ask SDS for the specific entrances to each library
- * copies of the "Library Owner's Manual" are available at each library and at our Services on either campus
- * contact SDS if you need assistance in the library, book pick up and delivery, etc...

LEARNING DISABILITIES:

- * resource material available for both students and professors
- * books available on tape upon request
- * word processing/scanner reader service
- * editors/tutors to assist with writing skills
- * University Writing Test preparations

PARKING:

- * indoor parking is available in the Hall building garage and outdoors at Loyola
- * fee for parking permits: \$2 – parking tickets for Hall garage; \$20 for 10 tickets (2 tickets per day)
- * apply at SDS – please bring \$2 for your parking permit

PEER HELPER PROGRAM:

- * students are needed to help other students
 - learn the resources of the university and community
 - become skillfull listeners

– provide a warm and informal place to drop in for any kind of help etc....

- * For further information contact: Daryl Lynn Ross at 848-3585 or Pat Hardt at 848-3569

VOLUNTEER PROGRAM:

- * volunteer services include:
 - readers
 - notetakers
 - tutors
 - transcribers
 - editors/writing aids
 - library aids
 - mobility aids
 - physical orientation aids
 - and much more...
- * if you need any of these services, let us know as soon as possible

WORKSHOPS:

- * **WORD PROCESSING** – workshops are offered throughout the year – check with Leo for more details
- * **READER/SCANNER** – workshops offered throughout the year – check with Leo
- * **SIGN LANGUAGE** – Fall and Winter workshops for beginners and intermediate – check with Nelly

WORK STUDY PROGRAM:

- * the work study program is designed to give full time students with insufficient financial resources, the opportunity for career and/or life-related work experience
- * applications and pamphlets are available at Financial Aid and SDS offices
- * we encourage all students to apply!



Cégep du Vieux Montréal

Services pédagogiques

ORAL INTERPRETING FOR THE HEARING IMPAIRED

We are pleased to announce that an Oral Interpreting course will be given in the fall of 1990 at the CEGEP du Vieux Montréal.

COURSE TITLE:

Oral Interpreting I

DESCRIPTION OF COURSE:

An introductory course, intended to provide the student with the basic skills, knowledge and attitudes needed for oral interpreting. Professional aspects of interpreting will be highlighted. Oral hearing impaired adults and professional interpreters will be available to provide students with the benefit of their experience. Instructional strategies include panel discussions, formal lectures, videotapes, role plays and various oral interpreting experiences.

SCHEDULE:

Oral Interpreting I will be held on Thursday evenings, from 7-10 pm, from September 13 to December 13, 1990 inclusive.

COST:

\$120.

LOCATION:

CEGEP du Vieux Montréal
255 Ontario Street East, corner Sanguinet
near the Berri-UQAM metro or the Sherbrooke metro

Registration is limited. If you are interested in taking Oral Interpreting I, please contact Paul Bourcier at 982-3443 or Eva Basch at 636-0755 as soon as possible.

EVACUATION PROCEDURES - Disabled Students



HALL BUILDING:

- 1 - Disabled persons are to evacuate by the freight elevator unless they are on the 7th floor.**
- 2 - Students who are on the 7th floor are to use the passenger elevators.**
- 3 - All elevators will be manually operated by a fire monitor.**
- 4 - Monitors will assist students to exit from the elevator at the mezzanine level to assemble in the PR Annex at 2100 Mackay.**

NOTE: IF THE FREIGHT ELEVATOR DOES NOT COME OR IS OUT OF ORDER, EXIT AS PER INSTRUCTIONS BELOW.

ALL OTHER BUILDINGS:

Disabled students are to be evacuated by the stairwells with the assistance of monitors or other volunteers.

NOTE: TO ASSIST IN EVACUATION, MANUAL WHEELCHAIRS ARE AVAILABLE IN H-580, AD 121 AND IN THE FIRST AID ROOMS OF THE HALL, NORRIS AND VISUAL ARTS BUILDINGS AS WELL AS IN BOTH HEALTH SERVICES.

EVACUATION HINTS FOR STUDENTS WITH DISABILITIES:

- 1 - Have an evacuation plan and practice it.**
- 2 - Know the location of the exit and alternate exit during an emergency evacuation. Always know of more than one exit.**
- 3 - Instruct co-workers or students on how they can assist you.**

EVACUATION TECHNIQUES:



METHOD 1:

The helper would kneel at the front of the wheelchair and place the person's arms up and over helper's shoulders and across their chest. Helper would then lean forward before raising slowly to full standing position. (*Illustration #1*)

METHOD 2:

If two helpers are needed, use basic SWING CARRY method. Two helpers position themselves next to the wheelchair in order to grasp each other's upper arm or shoulder. (*Illustration #2*). Person being assisted would then place arms firmly around both helpers' necks (*Illustration #3*). The Two helpers lean forward placing the free arm under the individual's legs firmly grasping each other's wrist - working together, both helpers lift, using legs, then carefully step forward. (*Illustration #4 & #5*).

METHOD 3:

Should the stairwell prove too narrow for the above method . . . a different positioning should be used. The person being assisted would be placed on the stairwell landing. One helper would lift at the legs, under the knees, the other under the shoulders with fingers locked across the individual's chest. Helpers, with backs erect, would lift together, raising slowly to standing position, using leg muscles. (*Illustration #6*).

REMEMBER - ALWAYS ASK HOW A PERSON CAN BE CARRIED AND POSITIONED.

NOTE: EVACUATION CHAIRS AND EMERGENCY TELEPHONES ARE BEING STRATEGICALLY PLACED THROUGHOUT THE UNIVERSITY. CHECK WITH S.D.S. FOR EXACT LOCATIONS

TERM AT A GLANCE !!

SEPTEMBER:

Sept. 5-14 – Course Change and Late Registration – I.D. made and/or validated 10:00-18:30 (Fridays 17:00), N 107-5

Sept. 17 – application deadline for Replacement and Supplemental exams for Summer '90

Sept. 18 – STUDENT SERVICES FESTIVAL – MEZZANINE

Sept. 19 – last day for WITHDRAWAL WITH REFUND from Fall and full year courses

Sept. 28 – THE CONCORDIA SHUFFLE

OCTOBER:

Oct. 1 – application deadline for Late Completion and Re-evaluation of Summer '90 courses

Oct. 6 – writing of Replacement and Supplemental exams for Summer '90

Oct. 8 – THANKSGIVING DAY
– University closed

Oct. 9-12 – UNIVERSITY WRITING TEST
appointment cards available

Oct. 17 – FALL CONVOCATION at Place des Arts – contact SDS for special arrangements

Oct. 19 – UNIVERSITY WRITING TEST (students who need special accommodations can contact SDS)

Oct. 26 – last day for ACADEMIC WITHDRAWAL from Fall session
– course DISC notation on record

NOVEMBER:

Nov. 1 – last day for submission of Late Completion work for Summer '90 courses

Nov. 6-30 – NO NEW I.D. CARDS MADE at S.G.W. (LOYOLA only, Tuesdays and Wednesdays 14:30-17:30) – resumes Dec. 4 at 14:30 (S.G.W.)

Nov. 26 – all exam bookings should be submitted to SDS by this date

DECEMBER:

Dec. 4 – last day for Fall courses

Dec. 5 – Make up day for classes scheduled Oct. 8, 1990
– SDS HOLIDAY PARTY !!!

Dec. 6-21 – FINAL EXAM PERIOD

Dec. 19 – Course Change and Late Registration appointment cards available

Dec. 21 – Jan 18 – posting of final grades for the Fall session – check the P.C.'s located at Norris (S.G.W.) or opposite AD 210 (LOYOLA) – contact SDS for assistance

Dec. 21 – University closes for Christmas Holidays

JANUARY:

Jan. 3 – University re-opens
– classes for Winter session begin
– Course Change and Late Registration begin
– contact SDS for classroom locations

ANNOUNCEMENTS!!!

"Student Services Festival"

Date: Tuesday, September 18
Time: Hall Building - Mezzanine
Place: 10:30 - 17:00

Dean of Students Office
Financial Aid
International Student Adviser
Services for Disabled Students
Chaplaincy
Health Services
Guidance Services
Fitness, Recreation & Athletics

The Concordia Shuffle



Sept. 28th, 1990



- * a 6.5 km walk from S.G.W. campus to LOYOLA, open to ALL Concordia faculty, staff and students
- * forms can be picked up at Services for Disabled Students at either campus and at the Information Desk in the Hall Building
- * money raised will go towards student scholarships and fellowships
- * FOR MORE INFORMATION CONTACT SDS AT 848-3525 OR 848-3536